

INSTRUCTIONS FOR R&D DOCUMENT TRANSMITTAL FORM FOR CENTRAL FILE

Please type the following:

Date:

The Date is the date the document has on it --
DO NOT type the date the transmittal form is created.

Acceptable Formats

- March 10, 1993
- 3/10/93
- 3-10-93

Unacceptable Format

- 930310

Author(s):

This is the author(s) of the document. Type it as it is on the document without the Mr., Ms., or III, etc.

Acceptable Formats

- J. E. James and F. E. McDonald
- J. James, F. McDonald
- J. James

Non-R&D

- J. James/Engineering
- F. E. McDonald; Leaf

Unacceptable Formats

- Dr. J. E. James, III
- Mr. James
- Ms. F. McDonald

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PM3000981304

Subject>Title:

This must be typed exactly as it is on the **Subject** line of the correspondence. If it is a letter or another type of document without a title, you will need to create a meaningful title to place here.

Unacceptable Subject>Title

- Letter
- Correspondence

Primary Recipient

This is what is typed in the **To** line of the correspondence. If it is a letter, this should be the recipient of the letter.

Acceptable Formats

- K. G. Taylor/Leaf
- D. Smith
- Distribution
- W. Jones; Computer Works, Inc.
- Blank – if it is not written to anyone

Unacceptable Formats

- W. Jones (non-R&D)
- K. Taylor, Jr.
- Ms. D. Smith

Project Number:

This is the project to which you, the author, belong. This is **NOT** your cost center number. See management, if you are unsure.

Major R&D Program Name Work Performed For:

One or more of the eight major R&D program names. See management, if you are unsure. Leave blank if it is not one of the eight.

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Restricted (Y/N):

Indicate whether the document is restricted or not. All documents are considered Confidential, but a Restricted document needs management approval before it is issued by Central File, even within R&D.

Acceptable Formats

- Yes
- Y
- No
- N
- Or Blank if No

Unacceptable Formats

- --
- X
- NA

A restricted document must be stamped or marked RESTRICTED at time of issue.

Class:

Leave blank until further notice.

Category Code:

Put the official category code from the Retention Schedule. This should also be indicated on the document next to Central File under distribution list.

Abstract:

This should be a narrative description of what the document is about. You can use the objective(s), summary or conclusion(s) already written in the document.

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